



Republic of the Philippines
Department of Education
 REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

SEP 24 2024

DIVISION MEMORANDUM

No. 610 s., 2024

**SCREENING AND ACCREDITATION OF ATHLETES, COACHES, ASST. COACHES
 & CHAPERONES FOR THE DIVISION ATHLETIC MEET S.Y. 2024-2025**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Division Memorandum No. 534, s. 2024 titled "**Guidelines on the Conduct of Lower Athletic Meets up to Palarong Pambansa for School Year 2024-2025**", this office, through the School Governance and Operations Division, constitutes the Division Screening and Accreditation Committee (DSAC) to screen, accredit, and qualify the athletes, coaches, and chaperons for the City Athletic Meet (Division Meet) and other higher meets as may be deemed necessary.
2. The duties and functions of the DSAC are the following:
 - a. evaluate and verify the authenticity of the documents of athletes, coaches, assistant coaches, and chaperons, submitted by the Head of Delegation for the Division Meet;
 - b. accredit qualified athletes, coaches, assistant coaches, and chaperons and submit the master list to the Division Athletic Association;
 - c. monitor with the proper technical officials the athletes fielded by the coaches during the actual competition.
 - d. provide technical assistance in the screening and accreditation of athletes, coaches, and chaperones.
3. Division Screening and Accreditation Committee are advised to meet on **October 28, 2024, 1:00 p.m.** at the Division Conference Room for an orientation on DepEd Memorandum No. 020, s. 2024. Attendance during the meeting is a must.
4. Enclosed are the following for reference:
 - a. Enclosure 1 – List of Division Screening and Accreditation Committee Members
 - b. Enclosure 2 – Schedule for the Screening and Accreditation
 - c. Enclosure 3 – Documentary Requirements of Athletes, Coaches, and Chaperons
 - d. Enclosure 4 – Event Checking and Monitoring Assignment of DSAC
5. Templates of the required documents of Athletes, Coaches/Asst. Coaches and chaperones can be accessed through this link: <https://tinyurl.com/SportsDocs2024>





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6. Non-teaching personnel who will render services during weekends shall have Compensatory Overtime Credits (COC) based on the actual services rendered during the sports activities.
7. Transportation expenses of the identified DSAC members shall be charged against School MOOE or other available funds, while meal expenses shall be charged against Sports Fund subject to the usual accounting and auditing rules and regulations.
9. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
10. Immediate and wide dissemination of this Memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

MARK ANTHONY J. TAN, PhD
Chief Education Supervisor
OIC - Assistant Schools Division Superintendent
In-charge of the Division



Enclosure :
Reference : Division Memorandum No. 534, s. 2024
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
SGOD **SPORTS**
FN: JJM/SGOD





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Enclosure 1: List of Division Screening and Accreditation Committee Members for
S.Y. 2024-2025

DESIGNATION	NAME/POSITION	OFFICE
Chairperson	JERALD J. MAGLANTAY PDO I – LFD	SGOD
Co-Chairperson	MARILYN B. GAMBOA PSDS – District 10	District 10
Members:	DR. PAOLO JAROPILLO Dentist II	SGOD
	DR. DOMINIQUE CHEUNG Medical Officer III	SGOD
	JOSEPH P. BAJA School Principal I	District 1
	RUEL E. MAGNO School Principal I	District 4
	ALQUIVER T. TAPIA Teacher-In-Charge III	District 6
	REGIELEE C. FLORES Head Teacher I	District 6
	RYAN C. ALVAREZ Head Teacher III	District 9
	STEPHANIE DANE SALVADOR Project Development Officer I	-
	EMALYN B. DEMETITA Project Development Officer I	-
	VANESSA BELLE H. ALEA Project Development Officer I	-
Secretariat:	GRETCHEN C. MAGBANUA Project Development Officer I	-



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Annex 2: Schedule for the Screening and Accreditation

DATE	DISTRICT	ACTIVITY	VENUE
October 28, 2024	All Districts	Submission of Documentary Requirements of Athletes, Coaches, Asst. Coaches, and Chaperones <i>*Strictly No documents will be accepted beyond this schedule.</i>	SGOD Office
October 29-2024 to November 4, 2024	All Districts	Schedule of Screening of Documents Requirements of Athletes, Coaches, Asst. Coaches, and Chaperones	Division Conference Room
November 5, 2024	All Districts	Schedule of Interview & Ocular Inspection of Athletes, Coaches, Asst. Coaches, and Chaperones for the Division Athletic Meet	Division Annex Building



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Enclosure 3: Documentary Requirements of Athletes, Coaches, & Chaperons

Athlete:

- Athlete's Record (AR)
- PSA/NSO – Original & Photocopy
- Certified True Copy of Learner's Permanent Record or SF 10 (Form 137)
- Certificate of Enrollment and Attendance
- Parental Consent
- Medical Certificate
- Dental Certificate (Elementary Only)
- 4 pcs 1 ½ X 1 ½ identical and clear photo

Coach/Asst.Coaches:

- Coach Record/Asst. Coach Record
- Omnibus Affidavit
- **Certificates** of Relevant sports training of twenty-four (24) hours for non-combative sports and forty (40) hours for combative sports/ gymnastics.
- **Certificates** of Relevant experience of one (1) year for non-combative sports and two (2) years for combative sports/ gymnastics.
- Track Record of participation, in the division and regional meet.
- Educational and professional background of at least 2nd-year college, preferably sports-related course.
- Membership in any relevant sports association.
- License or certifications/ accreditation issued by the National/International Sports Association, authorized organization, or by the DepEd (Division, Region, or Central Office)
- Medical Records (Medical Certificate of fitness)
- Employment/ Appointment Paper or Contract of Service showing at least six (6) months of employment/engagement in the public school or private school before the Division meets.
- 4 pcs 1 ½ X 1 ½ identical and clear photo

Chaperone:

- Competence, integrity, capability, and relation to a school (i.e., Employment/ Appointment or Contract of Service showing at least six (6) months of employment/engagement in the public school or private school before the Division meets.
- Certificate of Commitment
- Medical Certificate



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Enclosure 4 – Event Checking and Monitoring Assignment of DSAC

DSAC POSITION	NAME	EVENTS
DSAC Chairperson	JERALD J. MAGLANTAY PDO I – LFD	Athletics
		Dancesports
DSAC Vice-Chairperson	MARILYN B. GAMBOA PSDS – District 10	Swimming
Member	JOSEPH P. BAJA School Principal I	Basketball
	RUEL E. MAGNO School Principal I	Billiard, Boxing, & Arnis
	ALQUIVER T. TAPIA Teacher-In-Charge III	Chess & Football
	REGIELEE C. FLORES Head Teacher I	Futsal & Para Games
	RYAN C. ALVAREZ Head Teacher III	Gymnastics & Sepak Takraw
	STEPHANIE DANE SALVADOR Project Development Officer I	Softball & Volleyball
	EMALYN B. DEMETITA Project Development Officer I	Table Tennis & Baseball
	VANESSA BELLE H. ALEA Project Development Officer I	Taekwondo & Tennis
	GRETCHEN C. MAGBANUA Project Development Officer I	Badminton